

Mayor and City Council Update

April 24, 2020

To: Mayor and Council
From: Administration
CC: Department Heads



Administration

Assistant City Administrator Position - Search Update:

The Assistant City Administrator search process began in January 2020. This process was well on its way before we closed our city facilities due to COVID-19. The Assistant City Administrator is an important position for the City as well as for the City Administrator so the interview process will reconvene as soon as possible (i.e. virtual conference calls and/or held in a room where proper social distancing can occur). Updates will be provided as the process continues to unfold.

Finance

Finance and Purchasing:

The interviews for Energy Performance Contract are Thursday, May 7. We are planning to talk to 3 firms during this process.

Community Center Renovation bids were advertised on April 14 and site visits have been scheduled at the Community Center for 4/28 and 4/29. One to two contractors will be scheduled per time slot throughout the day. Sealed bids will be due on May 15.

Department of Environmental Services (KSB)

Environmental Services:

The Outdoor Market opening date has been moved to June 6. Staff is considering pushing it out depending on what the next several weeks bring.

At this time, no more leases are being accepted for the Community Garden. All but a few plots are leased.

The RFQ's for an Energy Service Provider have been received and are being reviewed and scored.

KSB, Inc.

We have had several requests for cleanups around Smyrna. At this time, we are not sending out any volunteers. Once the situation has changed, we will be organizing a community cleanup.

KSB is applying for a Cigarette Litter Prevention Program Grant.

KSB is doing a virtual garden tour through Facebook. Residents have been asked to send in their garden pictures.

Recycling Center:

Westrock Recycling is open on County Services Parkway. We are directing residents to them until the Center can reopen safely.

Staff is continuing to work in the warehouse cleaning up, and catching up, from before we closed.

Janet and Julie continue to work off site.

Public Works

Public Works Director has implemented an (A)Typical Work plan which will consist of adjusting public works staff into two groups/ two different work schedules (Group A & B). This adjustment to staffing is to continue all services in Public Works to the citizens of Smyrna and limit risk and exposure to staff during this national health emergency .Public works hours will remain 7am to 4pm, with all sanitation routes remaining the same along with water sewer emergencies and roadway repairs

BUILDING/GROUNDS DIVISION

Public Works roof is 100% complete.

Fencing around police station is under way. All cypress trees removed to install new privacy fence and chain link fencing to gate off rear parking lot. Privacy Fence has been completed , Chain link Fencing and Gate remains to complete Project.



WATER /SEWER DIVISION

Water/Sewer Division is currently grading sewer infrastructure with our sewer sonar equipment that grades the condition of the pipe and capacities of flow, this technology cuts down on cost of fuel and repairs and maintenance to our emergency sewer equipment such as our Jett Truck And video inspection equipment. Staff will grade a Council Ward and the areas that need attention will be addressed with jet truck and video inspection to determine what needs to be done to correct the issue. This project is taking place in Ward 4. Project on hold due to A typical work scheduling.

Public Works, Fire, Communications (911) are working together for the Cities ISO Audit due late June 2020. When final paperwork is submitted by Staff, we will receive our Rating.

Phase 2 of the South Cobb water main install from Banks Street to Benson Poole is in design phase. Crews on site surveying for design, draft is being reviewed by public works staff for final drawings to be completed. Second review before final release was reviewed 4/1/2020. Public works is making a few more revisions to plans before submittal for final drawings. These plans are being drawn up to have the rest of South Cobb Drive water line from Banks Street to Benson Poole abandoned in the middle of South Cobb Drive and moved to the right of way. Plans are in the final design stage after field verification.

Water/ Sewer division will have several sewer lines throughout the city CIPP, areas will consist of section of Lake Drive, Carolyn Drive, Brenda Drive, Rolling view Drive, Lee Street, Roswell Street, Glen Roy Drive and Plaza@ Old Concord road. once those sections are completed more lines in budget year 2021 will begin. Lake Drive has been completed with lining along with Old Concord Road @ Plaza

Crews working on raising valves and manholes that where lowered for the resurfacing throughout the city.

Sanitary Sewer Outfall Sub-Basin 3 project: Pipe Lining Project complete. Final walk through on jobsite with Public Works and Contractor was held 4/13/2020. Few minor areas needed attention to complete job. Contractor Tri Scapes (sub) for IPR will be out next week to complete.

Church Street Water Main Project: Contractor installed over 4,000 LFT of new water main and services from South Cobb to King Street. Only 6 residential tie ins remain and 8 " T to be installed and water test to be performed to be complete.

Windy Hill Road Water Sewer Modifications: Contractor RDJE has completed video inspection of sewer main line to mark customer taps. Bypass pumping for sewer has been put in place along with all silt fence installed for erosion control measures. Contractor has started installing new sewer line in Windy Hill Road on south side of project moving towards South Cobb Drive. Water main install will begin Monday 26th.

HIGHWAY/STREET DIVISION

Highway/Street Division has an ongoing sidewalk installation project underway on Powder Springs Street. This will connect other interior pedestrian transportation facilities. Wall has been built, Pavers have been installed, landscaping remains to complete project.

Highway/Street Division has an ongoing sidewalk installation project underway on Old Spring Road. This will connect other interior pedestrian transportation facilities. Curb and Gutter and all driveways have been completed. Landscaping remains to complete project.

SPLOST

Roswell Street Roundabout: Project has been completed.

Windy Hill Boulevard: Utility coordination meeting was held with PW and all utilities that are being relocated and removed on 4/15/2020. NTP was scheduled May 4th.

Fire Department

Incidents

Fire-1

Medical- 55

Other- 44

Total- 100

We would like to recognize and congratulate Lieutenant Kyle O'Bryan and Lieutenant Joe Paul for successfully completing the Chief Officer task book and Chief Officer check-offs.

This process includes completing a task book that has over forty performance objectives that range from Human Resources Management to Emergency Service Delivery. The process ends with the validation by an assessment of competencies from a Chiefs Panel.

(Pictured L-R: LT Paul, LT O'Bryan)



Police Department

Total number of arrests:	0
Total number of citations issued:	135
Total number of warning citations	20
Total number of calls for service:	866
Total number of employees on limited duty:	

Community Development

Type	#	Estimated Cost of Construction	Location
Building New/Residential	2	\$287,124	2-Enclave at Belmont
Building Remodel/Residential	6	\$418,000	2-Interior 2-Remodel w/Addition 2-Pool
2-Pool	2	\$1,679,840	1-Remodel-3452 S Cobb Dr (Paint Genius) 1-Reroof-3295 Atlanta Rd (Campbell Middle School)
Electrical	4	-	-
Plumbing	-	-	-
HVAC	1	-	-
Signs	5	-	1-Face Change-1148 Concord Rd (Whole Wellness) 1-Monument & 3 Wall Signs-2543 Spring Rd (Scrub Hub)
Grading	-	-	-

WEEKLY INSPECTIONS

Type	Number	# of Sites
All	102	52

NEW BUSINESSES

Name	Location	Home/Commercial	Description
STAR STRUCK APPAREL LLC	3529 S SHERWOOD RD SE	H	RETAIL TRADE
PRACTICAL USE DUDES	245 AVENTINE LN SE	H	INTERNET SALES
TRU BODY BAR INC	2365 SPRING RD SE, STE 205	C	DAY SPA